

JOB ANNOUNCEMENT VACANCY #03-AD-UDC-0002

Agency:	University of the District of Columbia
Division/Unit:	Office of the Chief Financial Officer
Position:	Executive Assistant
Grade/Step:	ADM-301-6/4
Salary Range:	\$56,491
Area of Consideration:	Unlimited
Opening Date:	June 23, 2003
Closing Date:	August 8, 2003 (Extended from July 23, 2003)
Number of Vacancies:	One (1)

Brief Description of Duties – The incumbent will coordinate the overall management of the Office of the CFO, inclusive of establishing procedures and guidelines for the administration of the daily operation of the unit and supervision of staff. Responsible for assisting the CFO in evaluating, assessing, and developing departmental procedures within the Finance Division. Designated as the initial contact person for the CFO regarding grievances made by students, faculty, outside agencies, and private industry, which reaches the Office of the CFO. Collects pertinent information, follows-up on inquiries or complaints, researches validity of inquiries; contacts appropriate unit(s) or staff person(s) when necessary to resolve issues; and reports status and resolution to CFO in a weekly report utilizing a database. Reviews and approves (CFO signature authority) in-house documents requiring action by the Office of the CFO. Represents the Office of the CFO (as directed) in meetings requesting the CFO's attention. Responsible for the processing of requisitions of the Finance Division, maintaining a spreadsheet based on expenditures, and submitting reports to the CFO on a monthly basis. **Qualified applicants must meet time-in-grade requirements.**

Specialized Experience – Applicant must have a minimum of one year or more of specialized experience at a level of difficulty and responsibility comparable to the next lower grade level. An equivalent combination of education and experience may be substituted for the required level of specialized experience.

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. Applicants understand that a false statement on any part of their application may be grounds for not hiring them, or for firing them after they begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). Applicant understands that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). Applicant understands that any information he/she submits may be investigated as allowed by law or Mayoral order. Applicant consents to the release of information regarding his/her suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. Applicant certifies that, to the best of his/her knowledge and belief, all statements are true, correct and complete.

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.

Submission of Ranking Factors – The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME OR APPLICATION.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factors: 1. Demonstrates thorough knowledge of administrative concepts and practices sufficient to enable incumbent to recommend changes in administrative policies, to advise and install procedures and office practices affecting the agency. 2. Administrative skills, in planning, organization, time management, etc. 3. Demonstrated ability to coordinate many projects at the same time, while being painstaking and diligent in fulfilling commitments with emergencies.

Submission Information and Materials – Interested and qualified applicants must send a completed DC 2000 Employment Application (which can be found at www.dcop.dc.gov see forms and applications) with resume. **Application and supporting information must reach this office by the closing date. FAILURE TO INCLUDE REQUESTED INFORMATION WILL ELIMINATE YOU FROM CONSIDERATION.**

To: Office of the Chief Financial Officer
Office of Management and Administration - Recruitment Division
941 North Capital St, NE – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413
Email: hr-otr@dc.gov

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